



CONFIDENTIAL

Harford County Government
Probationary Performance Evaluation

Evaluation Period

3 Month ☐

6 Month ☐

Extension/Other ☐

Employee:	E.I.N.
Job Title:	Department:
Review Date:	Supervisor:

To be completed by the immediate supervisor and signed by the Department Head. Copies will be retained by the employee being reviewed and his/her supervisor. **Original is to be returned to the Department of Human Resources.**

SECTION 1 - PERFORMANCE REVIEW

Employees are evaluated on each of the factors listed below. Please use space on back for comments if the rating circled is **D** or **U** and specify which factor you are commenting on.

CIRCLE ONE*

Attendance	Employee arrives and starts work on time and has no unexcused absences.	C	D	U
Customer Service	The extent to which the employee provides prompt, high-quality service to members, staff, vendors and internal/external customers.	C	D	U
Communication	Creates effective working relationships by information sharing	C	D	U
Teamwork	Consensus building and using active listening skills	C	D	U
Achievement	Ability and willingness to achieve organizational and individual goals by seizing opportunities and learning from experience	C	D	U
Flexibility/Innovation	Initiates new ideas, exhibits creative thinking and grasps new concepts	C	D	U
Technical Excellence	Apply and develop technical and role specific skills and organizational knowledge	C	D	U
Safety	Complies with Harford County Safety Manual	C	D	U

*Code: C=Competent

D=Developing

U=Unacceptable

(See page 2 for definitions)

SECTION 2 - OVERALL PERFORMANCE RATING

Varying degrees of importance should be placed on those factors measuring performance in a given job. The overall performance rating represents a composite of your opinion, judgment and impressions of this person's performance.

Circle the Bolded word(s) below that best describe(s) the employee

- | | |
|---------------------|---|
| Competent | Results are good. Performance is consistent with expectations.
No important areas of failure or lack of accomplishment. |
| Developing | Results do not consistently meet expectations. May lack experience but has the capacity to improve the overall level of performance within a reasonable period of time. |
| Unacceptable | Performance does not meet expectations. |

SECTION 3 - KEY DEVELOPMENT AREAS

Identify key developmental areas the employee should focus on over the next year. Develop a plan to provide formal or informal training in these areas.

Employee's Comments:

SECTION 4 - Signatures

This report has been discussed with me. I understand that my signature does not necessarily indicate agreement. As a probationary employee, I understand that I have no rights of appeal under Chapter 38 of the Harford County Code.

Employee's Signature _____ Date _____

Supervisor _____ Date _____

Department Head _____ Date _____

TO BE COMPLETED BY SUPERVISOR AT TIME OF FINAL EVALUATION ONLY

Final evaluation recommendation by supervisor:

_____ **Be granted permanent status**

_____ **Be terminated from this position**

_____ **Extension of Probationary Period**

If supervisor is requesting extension of probationary period, they must provide documentation/justification per Harford County Code Section 38-37A-*Probation*.